

# Job Opportunity

## Accounting Technician

1 Position Available

Posting Date: December 16, 2016

### THIS MAY BE THE JOB FOR YOU!

The California State Library is a small and dynamic state agency that is looking for employees who are interested in challenging but rewarding job opportunity. Our Administrative Services Bureau (ASB), Accounting Office is seeking for an enthusiastic and motivated individual for an Accounting Technician position. Under the direction of the Accounting Administrator I, the Accounting Technician will perform a variety of routine and semiprofessional accounting activities.

### DESIRABLE QUALIFICATIONS:

- You have excellent verbal and written communication skills.
- You have financial accounting experience.
- You have excellent attendance, are punctual, and dependable.
- You speak confidently on the telephone or in person with customers.
- You have strong organizational and time management skills.
- You have the ability to be flexible to shift priorities and workloads to meet program goals.
- You are proficient with software applications, especially Microsoft Excel and Word.
- You have the ability to work independently and in teams to meet work timelines.

### Application Process:

#### Establish Eligibility:

Current state employees with a status as Accounting Technician or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply.

#### Apply for the Position:

Complete a standard state examination/employment application form [State Employment Forms](#) with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, [do not notate LEAP eligibility]) in the "Explanations" section of the STD 678, and

- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application
- Mail or deliver your completed application to the California State Library (CSL):

Mail: Human Resources Services Office, PO Box 942837, Sacramento, CA 942837

or

In Person: HRSD Drop Box CSL Annex, 900 N Street, 1<sup>st</sup> Floor Drop Box

or

Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

#### Additional Information:

SROA/Surplus candidates are encouraged to apply. Appointment is subject to SROA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments will be considered and a 120 day candidate pool will be established for subsequent vacancies. Minimum Qualifications for the Accounting Technician are available here: [Accounting Technician Minimum Qualifications](#)

### EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



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### ASB

### Accounting Office



▶ PC # 1133

▶ PERMANENT/FULL-TIME

▶ \$2758 - \$3455/MONTH

▶ FINAL FILE DATE:  
**FEBRUARY 1, 2017**

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Library Development Services, and the Administrative Services Bureau, including Accounting Office .

### The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

The Library's Accounting staff provides fiscal and accounting services for its programs, employees and management using FISCal.

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